

**General Personnel**

**Students**

**Administrative Procedure - Establishing Student Residency**

<b>Actor</b>	<b>Requirements and Actions that Must Be Completed</b>
<p>Anyone Seeking to Enroll a Student</p>	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> <li>Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)</li> <li>Mortgage papers (homeowners)</li> <li>Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)</li> <li>Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)</li> <li>Letter of residence from landlord in lieu of lease (7:60-E1)</li> <li>Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-E2)</li> </ul> <p><u>Category II</u> (Three documents showing proper address are required)</p> <ul style="list-style-type: none"> <li>Driver's license</li> <li>Vehicle registration</li> <li>Voter registration</li> <li>Most recent cable television and/or credit card bill</li> <li>Current public aid card</li> <li>Current homeowners/renters insurance policy and premium payment receipt</li> <li>Most recent gas</li> <li>Most recent electric</li> <li>Most recent water bill</li> <li>Current library card</li> <li>Receipt for moving van rental</li> <li>Mail received at new residences</li> </ul> <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u> Must provide one of the following within 60 days after the date of student's initial enrollment)</p> <ul style="list-style-type: none"> <li>Postmarked mail addressed to military personnel</li> <li>Lease agreement for occupancy</li> <li>Proof of ownership of residence</li> </ul> <p><u>Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</u> Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.</p>

<b>Actor</b>	<b>Requirements and Actions that Must Be Completed</b>
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form, Board exhibit 7:60-E3.

**IMPORTANT:**

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

DATE ADOPTED: October 9, 2002  
 DATE AMENDED: February 8, 2006  
 DATE AMENDED: March 12, 2008